

## **Sullivan County NH**

**Type of Meeting:** Board of Commissioners, Public Meeting Minutes

**Date / Time:** June 7, 2005, Tuesday / 1:30 PM

**Place:** Newport, Sullivan County Complex, 14 Main Street, 1<sup>st</sup> Floor,  
Commissioners Conference Room.

**ATTENDEES:** Commissioner Donald S. Clarke - Chair, Bennie C. Nelson - Vice Chair, and Ethel Jarvis - Clerk; Ed Gil de Rubio - County Manager; Mark Pitkin - County Treasurer; Peter Farrand - Human Resource Director; Courtney Marshall - Nursing Home Administrator; Sharon Johnson-Callum

**PUBLIC ATTENDEES:** State / County Delegate Larry Converse, James Lowe - Argus Champion Staff Reporter.

**1:30** The meeting was brought to order by the Chair, Commissioner Clarke. The Pledge of Allegiance was lead by County Treasurer, Mark Pitkin.

### **AGENDA ITEM NO. 1 MEETING MINUTES**

#### **APRIL 4, 2005 EXECUTIVE SESSION - REVIEW FOR UNSEALING**

**1:35** A motion was made by Commissioners Jarvis to unseal the April 4, 2005 Executive Session minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.

#### **MAY 11, 2005 SPECIAL MEETING AGENDA ITEM 2 EXECUTIVE SESSION**

**1:37** A motion was made by Commissioner Nelson to approve the May 11, 2005 Special Meeting Agenda Item 2 Executive Session meeting minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.

**1:38** A motion was made by Commissioner Nelson to keep the May 11, 2005 Special Meeting Agenda Item 2 Executive Session minutes sealed. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.

#### **MAY 11, 2005 SPECIAL MEETING - EXECUTIVE SESSION - PERSONNEL ISSUE**

**1:39** A motion was made by Commissioner Nelson to approve the May 11, 2005 Special Meeting Executive Session Personnel Issue minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.

**1:40** A motion was made by Commissioner Jarvis to unseal the May 11, 2005 Special

**Meeting - Executive Session - Personnel Issue minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.**

**MAY 11, 2005 EXECUTIVE SESSION - NHAC ISSUE**

**1:41 A motion was made by Commissioner Nelson to approve the minutes of May 11, 2005 Executive Session - NHAC Issue. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.**

**1:42 A motion was made by Commissioner Jarvis to unseal the minutes of May 11, 2005 Exec. Session - NHAC Issue. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.**

**APRIL 25, 2005 FY 06 BUDGET WORK SESSION**

**1:43 A motion was made by Commissioner Nelson to approve the April 25, 2005 FY 06 Budget Work Session meeting minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.**

**MAY 3, 2005 PUBLIC MEETING MINUTES**

**1:43.5 A motion was made by Commissioner Jarvis to approve the May 3, 2005 Public Meeting Minutes. Commissioner Nelson seconded the motion. Discussion - There were two corrections to be made: Page 4 - insert the words "accountants or" in last sentence prior to "County Attorney", Page 5 in the "Unity Town Meeting" section it should be corrected to reflect the appropriate wording "Town of Unity Planning Board" and abutters info (See Commissioner Jarvis wording on file and now in current minutes). A voice vote was taken. The motion carried unanimously.**

**MAY 11, 2005 SPECIAL MEETING - PUBLIC MEETING MINUTES**

**1:48 A motion was made by Commissioner Jarvis to approve the May 11, 2005 Special Meeting - Public Meeting Minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.**

**MAY 17, 2005 PUBLIC MEETING MINUTES**

**1:50 A motion was made by Commissioner Jarvis to approve the May 17, 2005 Public Meeting Minutes. Commissioner Nelson seconded the motion. Discussion - There was one additional item to add to Page 1 after the name Joan Leslie -to note she was absent from presentation and to change the word "seven" to "six" on Page 2 in the second paragraph. A voice vote was taken. The motion carried unanimously.**

**AGENDA ITEM NO. 2 COUNTY TREASURER REPORT**

The County Manager noted each year the County Treasurer appears first before the Board of Commissioners, then the Sullivan County State Delegation Executive Finance Committee, to

*June 7, 2005 Public Meeting Minutes  
Minutes approved @ June 21, 2005 meeting.*

request approval to borrow, in order to continue County operations, in anticipation of primarily large revenues from: towns taxes, nursing home, and Medicare.

Mr. Pitkin read through the formal "Order" from the Commissioners, which gives the County Treasurer authority to borrow up to 5 million (see copy on file). He noted, borrowing usually occurs around August, and per past history – with Peter Lovely, was done in increments from a line of credit. He noted Mr. Lovely had done this primarily through Lake Sunapee Bank, and he would continue to look for the best rate.

**1:50 A motion was made by Commissioner Nelson to authorize the Treasurer to borrow tax anticipation note as noted in presentation. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried with all in favor.**

#### CAPITAL RESERVE CD

The CD for the capital reserve was discussed. The 12-month CD of \$220,000 accrued at 1.58%, and when rolled over was \$225,074.85. The current maturity date is July 3<sup>rd</sup> 2005. The CD is included as revenue in the proposed budget.

**1:52 A motion was made by Commissioner Nelson to recommend to the delegation, when the CD matures, we take it in as revenues and use as funding a portion of the 2005/2006 offset of property taxes. Commissioner Jarvis seconded the motion. Discussion: this will be brought up during the Convention. A voice vote was taken. The motion carried unanimously.**

#### KIND WORDS

Mr. Pitkin commended the Commissioners Office staff for their help.

#### COUNTY ACCOUNT TRANSFER UPDATE

Mr. Pitkin noted the transfer of accounts from L.S.B. to Sugar River had not been processed.

*1:55 Mr. Pitkin left the meeting.*

#### AGENDA ITEM NO. 3 COUNTY MANAGER REPORT

The County Manager introduced Courtney Marshall, the new Sullivan County Nursing Home Administrator. The Nursing Home census report was distributed. (See copy on file). Mr. Marshall briefly discussed his move from Maine.

STAFFING - Mr. Marshall has met many employees and found them to be very gracious and willing to talk with him.

CENSUS - 140 budgeted beds and 129 filled: 104 Medicaid, 7 Medicare beds filled, 18 private. Nursing Home is licensed for 156. Marshall confirmed he would focus on the census.

Commissioner Clarke noted it was important to have the beds filled. Commissioner Clarke also noted the Census vacant beds column number reflected a discrepancy. Mr. Marshall will check into that matter. Mr. Marshall discussed a potential market in rehabilitation care for younger people. County Manager indicated Patti Koscielniak would be starting July 1<sup>st</sup>, and being brought in to help Gail Bicknell. She'll be helping the medicaid and acute care side, making sure all patients are assessed with medicaid and have the doctor's sign off.

#### HOSPICE ROOM DONATION

The County Manager discussed a generous \$500 donation given to the Nursing Home with the contingency that it be used to create another hospice room on another floor. He pointed out how residents do not want to leave their floors and a hospice room on each would be beneficial. He discussed the renovation of shower rooms currently in budget. One shower room is currently used for storage. Preliminary thoughts are to renovate that space into a hospice room. The need for two showers was reviewed with Genesis, Facilities Manager and Heather Presch, who all concurred only one shower room was necessary. The Board would like to view the current shower set up before making any final decision. They will tour the shower room at their June 21<sup>st</sup> meeting. County Manager foresees the renovations being started within six to eight months.

2:10 *Per Mr. Farrand's request, Courtney Marshall, Peter Farrand and the County Manager left the room to discuss an issue that just surfaced. Commissioners took short break.*

2:15 *County Manager returned to meeting.*

#### AGENDA ITEM NO. 3 COUNTY MANAGER'S REPORT

##### NHAC CONFERENCE CALL

County Manager spoke briefly about the Monday NHAC Legislative Conference call issues.

#### AGENDA ITEM NO. 4 COMMISSIONERS REPORT

Commissioner Nelson noted that South Western was seeking a HUD grant for senior housing and will probably be looking for CDBG money and tapping into the county share. He just wanted to give everyone a "heads up" on that.

Commissioner Jarvis indicated she had nothing to report.

Commissioner Clarke briefly discussed the Sunapee Secession Forum held May 26<sup>th</sup> in Sunapee at the School. He explained he tried to convey to the group, that on a town basis, Sunapee is paying more than their fair share, three times as much as other counties, but feels the numbers are misleading as they have so many properties owned by non-residents. Sunapee non-resident percentage is 55%. He noted, as an individual tax payer, they are getting an outstanding deal, equalized rate for Claremont is approximately \$30, while Sunapee is \$12.40 per thousand.

Commissioner Clarke spoke briefly about the issues discussed in the NHAC Legislative Conference Call also.

#### **AGENDA ITEM NO. 5 PUBLIC PARTICIPATION**

The Chair asked for any public participation.

Representative Converse noticed a lot of jobs being posted at the Nursing Home, one of which was a housekeeping position. He asked if the County had notified the Unit Aids - the position eliminated recently - who are still out of work. Commissioner Clarke questioned Converse if he knew if they were qualified for the particular posting. Johnson-Callum pointed out all job postings were available to view by public at the county website and that she believe HR posted those same positions at Job Works in Claremont.

Commissioner Jarvis asked about the status of the LNA's who recently graduated. The County Manager noted most were doing well, but that they lost two. He recommend, if the Commissioners required more details regarding that issue, they should discuss it in Executive Session as it pertained to personnel issues.

#### **UPCOMING EVENTS**

Commissioner Clarke discussed the upcoming events to take place:

- ☐ **June 10<sup>th</sup>** Academy Graduation in Concord - Commissioner Clarke and County Manager will attend.
- ☐ **June 12<sup>th</sup> Sunday** - Annual Pancake Breakfast at the County Complex in Unity - All Commissioners and County Manager plan to attend.
- ☐ **June 16<sup>th</sup> Public Hearing 7 PM** - Newport / Sugar River Regional Technical Center. County Manager and Commissioners decided to meeting Monday, June 13, @ 9 am for a presentation rehearsal. They decided to reconvene June 15<sup>th</sup> if necessary.

**2:39 A motion was made by Commissioner Jarvis to go into Executive Session per RSA 91-A:3.II.c. to discuss a personnel issue. Commissioner Jarvis seconded the motion. There was no discussion. A roll call vote was taken. The motion carried unanimously.**

**3:04 A motion was made by Commissioner Nelson to come out of Executive Session and adjourn the meeting. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried with all in favor.**

Respectfully submitted,



Ethel Jarvis, Clerk  
Board of Commissioners  
EJ/s.j-c.